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**AUDUBON REGIONAL LIBRARY**  
**CLINTON, LOUISIANA**

**ANNUAL FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2009**

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Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 10/13/10

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
ANNUAL FINANCIAL STATEMENTS  
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2009

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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2009**

As management of the Audubon Regional Library (here after referred to as the Library), we offer readers of the Library's financial statements this narrative overview and analysis of the financial activities of the Library for the year ended December 31, 2009. The emphasis of discussions about these statements will be on current year data and should be read in conjunction with the financial report as a whole.

**FINANCIAL HIGHLIGHTS**

- The Audubon Regional Library is a two-parish public library system that was organized in 1961. The rural parishes of East Feliciana and St. Helena share administration costs, bookmobile services and library collections to provide enhanced library and information services to the 31,681 residents of the combined parish areas. The Library has a main library in Clinton,, two branches in Jackson and Greensburg, and a bookmobile that travels both parishes.
- The Library circulated 41,941 books in 2009, and had 19,164 computer users at its public workstations. The Library held 189 programs with 3,813 attendees. The Library now owns 71,158 items, and added 5,191 new materials to the collection in 2009.
- In 2009, Audubon Regional Library continued to focus on young people. After consultation with the schools, the Library designed and produced a summer reading list developed by the Louisiana Association of School Librarians and the Louisiana Young Readers Choice candidates for both East Feliciana and St. Helena public schools. The brochure included information on Library arts activities. All branches held year round activities for children. Working with the schools, Audubon Regional Library applied for grants to obtain LYRC book sets and later Book & Community classroom sets for all schools in the parishes. These book sets enabled students and teachers to participate in statewide reading programs.
- With the support of board members the Library began the process of applying for a USDA Rural Facilities grant to build a new branch in Greensburg. The Library began the USDA application with Greensburg because the current USDA grant rate there would be 55%. All Audubon Regional Library facilities need replacement and expansion. St. Helena Parish, by essential Louisiana Library standards, should have 11,000 square feet of space; East Feliciana, 20,000 square feet. St. Helena Parish is currently served by 2,500 square feet of rented space, and East Feliciana 4,000 in two locations. All rented facilities are in poor condition and seriously overcrowded. The Headquarters Library in Clinton had children's books 10 feet above the floor and is so small the Library cannot hold programs in the building.
- The Audubon Regional Library Board held regular meetings in 2009, and was a huge support to the staff and director. Community support for the Library was shown by the funding by Friends groups of staff training at the Children's Book Festival in Hattiesburg, support of children's summer programs with donations and adult volunteers, and Friend's programs throughout the year from authors that included lunches with Danny Neitman and Holly Clegg.
- Audubon Regional Library continues to be extremely fortunate in its dedicated, imaginative and active staff.

**AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2009**

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The annual report consists of four parts - management's discussion and analysis (this section), the basic financial statements, required supplementary information, and other supplemental information. The basic financial statements include two kinds of statements that present different views of the Library:

- The first two statements on pages 10 and 11 are government-wide financial statements that provide information about the activities of the Library as a whole and present a longer-term view of the Library's finances.
- The remaining statements starting on page 12 are fixed financial statements that focus on individual parts of the Library's government, reporting the Library's operations in more detail than the government-wide statements.
- The governmental funds statements tell how general government services, such as library services, were financed in the short term as well as what remains for future spending.

The financial statements also include notes that explain some of the information in the financial statements and provide additional detailed data. The notes are followed by a section of required supplementary information that further explains and supports the information in the financial statements as well as providing budgetary comparison data. The last section of the report contains additional supplemental information regarding the governmental fund-general fund. The rest of this overview section of management's discussion and analysis explains the structure of contents of each of the statements.

**Government-wide Statements**

The government-wide statements report information about the Library as a whole using the accrual basis of accounting, which is similar to that which is used by private sector companies. The statement of net assets on page 10 includes all of the Library's assets and liabilities. All of the current year's revenues and expenses are accounted for in the statements of activities on page 11, regardless of when cash is received or paid.

These two statements report the Library's net assets and changes in them. Net assets - the difference between the Library's assets and liabilities - is one way to measure the Library's financial health, or financial position. Over time, increases and decreases in the Library's net assets are one indicator of whether its financial health is improving or deteriorating. Other nonfinancial factors will also need to be considered to assess the overall health of the Library.

The government-wide financial statements of the Library, reports only one type of activity - governmental activities. All of the Library's basic services are included here, such as library services and general administration.

**AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2009**

**Fund Financial Statements**

The fixed financial statements, beginning on page 12, provide more detail about the Library's most significant funds - not the Library as a whole. State laws require the establishment of some funds. Funds are accounting devices that the Library used to keep track of specific sources of funding and spending for particular purposes.

The Library used only the governmental type of fund with the following accounting approach. Most of the Library's basic services are included in governmental funds, which focus on how cash and other financial assets that can be readily converted to cash flow in and out of those funds, and the balances left at year-end that are available for spending. Those funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements therefore provide a detailed short-term view of the Library's general government operations and the basic services it provides, and helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Library's programs. Since this information does not include the additional long-term focus of government-wide statements, we provide reconciliations on the subsequent pages that explain the relationship (or difference) between the two different type statements

**FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE**

Net assets. The Library's combined net assets increased \$34,854 between fiscal years 2008 and 2009. (See Table 1 below)

**Table 1  
Library's Net Assets**

	Governmental Activities <u>2008</u>	Governmental Activities <u>2009</u>
Current and other assets	\$ 723,481	\$ 779,300
Capital assets, net	<u>470,333</u>	<u>456,577</u>
Total assets	\$ 1,193,814	\$ 1,235,877
Current liabilities	44,000	51,207
Noncurrent liabilities	<u>0</u>	<u>0</u>
Total liabilities	\$ <u>44,000</u>	\$ <u>51,207</u>
 Net assets:		
Invested in capital assets, net of depreciation	470,333	456,577
Restricted	38,774	38,022
Unrestricted	<u>642,707</u>	<u>690,071</u>
Total net assets	<u>\$ 1,149,814</u>	<u>\$ 1,184,670</u>

**AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2009**

**FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE**

Approximately 73 percent of the Library's revenue comes from a general property tax assessed on the property owners in each parish.

The total cost of all programs and services increased from the prior year. The Library's expenses cover all services, which it offers to the public. In addition the Library received additional funds in the form of State aid.

**Governmental Activities**

**Table 2  
Changes in Library's Net Assets**

	<u>Governmental Activities</u>	
	<u>2008</u>	<u>2009</u>
<u>Revenues</u>		
Program Revenues		
Charges for services	\$ 10,074	11,561
State and local grants and donations	10,159	103,630
Other Revenues	<u>442,409</u>	<u>359,221</u>
Total revenues	\$ 462,642	\$474,412
<u>Expenses</u>		
General governmental	<u>440,891</u>	<u>439,558</u>
Total expenses	\$ 440,891	\$439,558
Increase in net assets	<u>\$ 21,751</u>	<u>\$34,854</u>

**Table 3  
Net Cost of Library's Governmental Activities**

	<u>Net Cost of Services</u>	
	<u>2008</u>	<u>2009</u>
Library Services	<u>\$ 440,891</u>	<u>\$439,558</u>

**FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS**

As the Library completed the year, its governmental funds reported a combined fund balance of \$728,093, reflecting an increase over the prior year. All, but \$37,887 of this fund balance is unrestricted and undesignated.

**General Fund Budgetary Highlights**

During the year, the library operated well within its budget. Both revenues and expenditures were in favorable positions due to constant oversight and monitoring procedures.

**AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
December 31, 2009**

**CAPITAL ASSET AND DEBT ADMINISTRATION**

**Capital Assets**

At the end of the year, the Library has invested \$456,577 in capital assets. (See Table 4).

**Table 4  
Library's Capital Assets  
(net of accumulated depreciation)**

	Governmental Activities	
	<u>2008</u>	<u>2009</u>
Vehicles	\$ 27,292	\$15,166
Furniture and equipment	106,257	99,258
Library books	<u>336,784</u>	<u>342,153</u>
Total	<u>\$ 470,333</u>	<u>\$456,577</u>

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

Approximately 73 percent of the Library's revenues are derived from an ad valorem tax on the voters of the parish. The Parish Police Juries must approve the Library's millage rates for collection of the ad valorem taxes each year. The economy is not expected to generate any significant growth in assessment values. Neither library fees nor grant income is expected to increase; therefore, future revenues are expected to remain consistent with the current year. The budget for the year 2010 should approximate the same as the year's 2009 budget.

**CONTACTING THE LIBRARY'S FINANCIAL MANAGEMENT**

The financial report is designed to provide our parishioners, taxpayers, investors and creditors with a general overview of the Library's financial and to demonstrate the Library's accountability for the money it receives. If you have questions about this report or need additional information, contact Mrs. Mary B. Lindsey, Director, P. O. Box 8389, Clinton, Louisiana 70722.

**INDEPENDENT AUDITOR'S REPORT**

# W. RANDALL PEAY, LTD.

(A Professional Accounting Corporation)

**W. RANDALL PEAY**  
CERTIFIED PUBLIC ACCOUNTANT

POST OFFICE BOX 8344  
CLINTON, LOUISIANA 70722  
(225) 683-9515

Member:  
American Institute of Certified Public Accountants  
Society of Louisiana Certified Public Accountants

## Independent Auditor's Report

Board of Commissioners  
Audubon Regional Library  
Clinton, Louisiana

I have audited the accompanying basic financial statements of the Audubon Regional Library, as of and for the year ended December 31, 2009. These basic financial statements are the responsibility of the Audubon Regional Library. My responsibility is to express an opinion on these basic financial statements based on my audit.

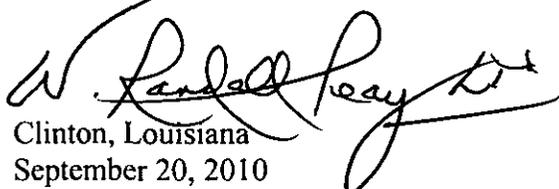
I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall basic financial statement presentation. I believe my audit provides a reasonable basis for my opinion.

In my opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the Audubon Regional Library, as of December 31, 2009 and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America..

In accordance with Government Auditing Standards, I have also issued a report dated September 20, 2010, on my consideration of the Audubon Regional Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

The Management's Discussion and Analysis and budgetary comparison information as listed in the foregoing table of contents, are not a required part of the basic financial statements, but are supplementary information required by the *Governmental Accounting Standards Board*. I have applied certain limited procedures, which consisted principally of inquires of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and express no opinion on it.

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The accompanying supplemental information schedules and other information as listed in the foregoing table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the Audubon Regional Library. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
Clinton, Louisiana  
September 20, 2010

**W. RANDALL PEAY, LTD.**  
(A Professional Accounting Corporation)

**W. RANDALL PEAY**  
CERTIFIED PUBLIC ACCOUNTANT

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**REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN  
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Commissioners  
Audubon Regional Library  
Clinton, Louisiana

I have audited the financial statements of the Audubon Regional Library, as of and for the year ended December 31, 2009, and have issued my report thereon dated September 20, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the Audubon Regional Library, Parishes of East Feliciana and St. Helena, State of Louisiana's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Entity's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Audubon Regional Library's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended solely for the information and use of the Audubon Regional Library's management, others within the entity, and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "W. Randall Gray". The signature is written in a cursive style with a large, sweeping initial "W" and a long horizontal stroke extending to the right.

Clinton, Louisiana  
September 20, 2010

## BASIC FINANCIAL STATEMENTS

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA

Statement of Net Assets  
December 31, 2009

	<u>Governmental Activities</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$152,201
Investments	212,332
Taxes receivable	380,803
Prepaid expenses	33,964
Capital assets, net of depreciation	<u>456,577</u>
Total Assets	<u><u>1,235,877</u></u>
 <u>LIABILITIES</u>	
Accounts payable and accrued expenses	13,221
Intergovernmental payable	12,986
Deferred state aid	<u>25,000</u>
Total Liabilities	<u>51,207</u>
 <u>NET ASSETS</u>	
Invested in capital assets	456,577
Restricted - Bookmobile & Building fund	38,022
Unrestricted	<u>690,071</u>
Total net assets	<u><u>\$1,184,670</u></u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 Statement of Activities  
 For the Year Ended December 31, 2009

Culture and recreation:	
Personal services	\$ 254,742
Operating services	101,331
Materials and supplies	19,481
Travel	2,728
Depreciation expense	61,276
Total Program Expenses	<u>439,558</u>
Program revenues:	
Fines and forfeitures	3,040
Fees and charges for Library services	8,521
Net Program Expenses	<u>427,997</u>
General revenues:	
Taxes - ad valorem	348,054
Intergovernmental:	
State revenue sharing	49,100
Other state grants	37,117
Local grants	10,183
Interest earned	6,521
Other revenue	4,646
Donations - Building fund	7,230
Total general revenues	<u>462,851</u>
Change in Net Assets	34,854
Net Assets - Beginning of year	<u>1,149,816</u>
Net Assets - End of year	<u><u>\$1,184,670</u></u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 DECEMBER 31, 2009

	<u>GOVERNMENTAL FUND TYPES</u>		TOTAL (MEMORADUM) (ONLY)
	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUND</u>	
<u>ASSETS</u>			
Cash and Cash Equivalents	\$152,201		\$152,201
Investments, at amortized cost	174,445	\$37,887	212,332
Receivables	380,803		380,803
Prepaid Expenses	33,964		33,964
Total assets	<u>741,413</u>	<u>37,887</u>	<u>779,300</u>
<u>LIABILITIES AND FUND BALANCES</u>			
<u>Liabilities</u>			
Accounts payable & accrued liabilities	13,221		13,221
Intergovernmental payable	12,986		12,986
Deferred state aid	25,000		25,000
Total liabilities	<u>51,207</u>	<u>0</u>	<u>51,207</u>
<u>FUND BALANCE</u>			
Fund balance-reserved for building fund		35,349	35,349
Fund balance-reserved for bookmobile	2,672		2,672
Fund balance-unreserved, undesignated	687,534	2,538	690,072
Total Fund Balances	<u>690,206</u>	<u>37,887</u>	<u>728,093</u>
Total liabilities and Fund Balance	<u>\$741,413</u>	<u>\$37,887</u>	<u>\$779,300</u>

The accompanying notes are an intergral part of this statement

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA

Reconciliation of the Balance Sheet-Governmental Funds  
to the Statement of Net Assets

For the Year Ended December 31, 2009

Total fund balance - governmental funds	\$728,093
Amounts reported for governmental activities in the statement of net assets are different because:	
Capital assets used in governmental activities are not current financial resources and, therefore, are not reported in the Balance sheet - governmental funds.	<u>456,577</u>
Total net assets of governmental activities	<u>\$1,184,670</u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 STATEMENT OF REVENUES  
 EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 YEAR ENDED DECEMBER 31, 2009

	<u>GENERAL</u> <u>FUND</u>	<u>SPECIAL</u> <u>REVENUE</u> <u>FUNDS</u>	<u>TOTAL</u> <u>(MEMORADUM)</u> <u>(ONLY)</u>
<b><u>REVENUES</u></b>			
Ad valorem taxes	\$348,054		\$348,054
Intergovernmental revenues			
State revenue sharing	49,100		49,100
State aid	12,117		12,117
State grants	25,000		25,000
Local grants	10,183		10,183
Interest earnings	4,703	1,818	6,521
Fees and charges for library services	8,521		8,521
Fines and forfeitures	3,040		3,040
Donations and gifts	4,646		4,646
Donations - Building fund	7,230		7,230
	<u>472,594</u>	<u>1,818</u>	<u>474,412</u>
<b><u>Total revenues</u></b>			
<b><u>EXPENDITURES</u></b>			
Salaries and related benefits	254,742		254,742
Rents	13,592		13,592
Telephone	9,495		9,495
Grant expense	8,220		8,220
Insurance	12,533		12,533
Intergovernmental	12,986		12,986
Utilities	12,241		12,241
Professional services	7,763		7,763
Bookmobile	3,393		3,393
Travel	2,728		2,728
Repairs and maintenance	6,175		6,175
Materials and supplies	19,481		19,481
Subscriptions & periodicals	14,933		14,933
Capital outlay	47,520		47,520
	<u>425,802</u>	<u>0</u>	<u>425,802</u>
<b><u>Total Expenditures</u></b>			

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 STATEMENT OF REVENUES  
 EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 YEAR ENDED DECEMBER 31, 2009  
 (Continued)

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE FUNDS</u>	<u>TOTAL (MEMORADUM) (ONLY)</u>
<u>NET CHANGE IN FUND BALANCES</u>	<u>\$46,792</u>	<u>\$1,818</u>	<u>\$48,610</u>
<u>FUND BALANCES AT BEGINNING OF YEAR (Restated)</u>	<u>679,046</u>	<u>3,922</u>	<u>682,968</u>
<u>FUND BALANCES AT END OF YEAR</u>	<u>\$725,838</u>	<u>\$5,740</u>	<u>\$731,578</u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA

Reconciliation of the Statement of Revenues, Expenditures, and  
Changes in Fund Balances of Governmental Funds to the Statement of Activities

For the Year Ended December 31, 2009

Net change in fund balances - total governmental funds \$48,610

Amounts reported for governmental activities in the statement of activities are  
different because:

Governmental funds report capital outlays as expenditures. However, in the  
statement of activities the cost of those assets is allocated over their estimated  
useful lives and reported as depreciation expenses. This is the amount which  
depreciation exceeded capital outlays in the current period.

Depreciation expense	(61,276)
Capital outlays	<u>47,520</u>

Change in net assets of governmental activities	<u><u>\$34,854</u></u>
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The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009

INTRODUCTION

The Audubon Regional Library was established in 1963, as authorized by Louisiana Revised Statute 25:217, through the cooperative efforts of the police juries of St. Helena and East Feliciana Parishes. The Library provides citizens of these parishes access to library materials, books, magazines, records and films. The Library is governed by a board of commissioners consisting of eight members, three appointed from each parish by their police jury, and two who are the police jury presidents for each parish who serve as ex-officio members. Terms for appointed members are for five years, and members serve without pay. Libraries located in Clinton, Greensburg and Jackson, are supported by property tax assessments in both parishes.

Note #1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying basic financial statements of the Audubon Regional Library have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, Basic Financial Statements and Management's Discussion and Analysis - for State and Local Government, issued in June 1999.

B. Reporting Entity

Governmental Accounting Standards Board No. 14 established criteria for determining which component units should be considered part of the police jury for financial reporting purposes. The basic criterion for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability. This criteria includes:

1. Appointing a voting majority of an organization's governing body, and

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

- a. The ability of the police jury to impose its will on that organization and/or
  - b. The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the police jury.
2. Organizations for which the police jury does not appoint a voting majority but are fiscally dependent on the police jury.
  3. Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

The Audubon Regional Library is considered a joint venture of the participating police juries, and therefore, issues fund financial statements separate from the police juries. The accompanying basic financial statements present information only on the funds maintained by the library.

C. Fund Accounting

The library uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain library functions and activities.

A fund is a separate accounting entity with a self-balancing set of accounts. On the other hand, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the library are classified as governmental funds. Governmental funds account for the library's general activities, including the collection and disbursement of specific or legally restricted monies, the acquisition or construction of general fixed assets, and the servicing of general long-term obligations. Governmental funds of the library include:

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

Governmental Funds

Governmental funds account for all or most of the library's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The differences between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources which may be used to finance future period programs or operations of the library. The following are the library's governmental funds:

General fund - the primary operating fund of the library. It accounts for all financial resources, except those required to be accounted for in other funds. The General Fund is available for any purpose provided it is expended or transacted in accordance with state and federal laws and according to the library policy.

Special Revenue Funds

The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

D. Measurement Focus/Basis of Accounting

Government-Wide Financial Statements (GWFS)

The Statement of Net Assets and the Statement of Activities display information about the library as a whole. These statements include all the financial activities of the library. Information contained in these statements reflect the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when each is received or disbursed). Revenues, expenses, gains, losses, assets, and liabilities resulting from nonexchange transactions are recognized in accordance with the requirements of GASB Statement no. 33, Accounting and Financial Reporting for Nonexchange Transactions.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

D. Measurement Focus/Basis of Accounting (continued)

Program Revenues - Program revenues included in the column labeled Statement of Activities (Statement B) are derived directly from library users as a fee for services; program revenues reduce the cost of the function to be financed from the library's general revenues.

Fund Financial Statements (FFS)

The amounts reflected in the General Fund of the Balance Sheet and Statement of Revenues, Expenditures, and Changes in Fund Balance are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balances reports on the sources (i.e. revenues and other financing sources) and used (i.e. expenditures and other funding uses) of current financial resources. This approach is then reconciled, through adjustment, to a government-wide view of the library's operations (See the reconciliation statements).

The amounts reflected in the General Fund in the FFS use the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectable within the current period or soon enough thereafter to pay liabilities of the current period. The library considers all revenues available if they are collected within 60 days after the fiscal year end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on general long-term debt which is recognized when due, and certain compensated absences and claims and judgements which are recognized when the obligations are expected to be liquidated with expendable available financial resources. The governmental funds use the following practices in recording revenues and expenditures:

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

D. Measurement Focus/Basis of Accounting (continued)

Revenues

Ad valorem taxes and the related state revenue sharing (which is based on population and homesteads in the parish) are recorded in the year the taxes are assessed. Ad valorem taxes are assessed on a calendar year basis, become due on November 15 of each year and become delinquent on December 31. Taxes are generally collected in December of the current year end and January and February of the following year.

Where grant revenue is dependent upon expenditures by the Library, revenue is recognized when the related expenditures are incurred.

Interest income on time deposits (certificates of deposit) is recorded when earned.

Substantially all other revenues are recorded when received.

Expenditures

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred, except for accumulated vacation leave, which is not accrued.

Other Financing Sources (Uses)

Transfers between funds, which are not expected to be repaid, are accounted for as other financing sources (uses) and are recorded when incurred.

E. Budgets

The director directs the preparation of a proposed budget annually and submits it the Board for adoption.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

E. Budgets (continued)

A summary of the proposed budget, along with the public hearing, details the availability of the proposed budget for public inspection, are advertised in the official journals of East Feliciana and St. Helena Parishes at least ten days prior to the date of the public hearing. After the public hearing is held, the budget is formally adopted at a regular board meeting. A summary of the adopted budget is published in the official journal.

Formal budget integration is employed as a management control device during the year.

Budgetary amendments require the approval of the board.  
All budgetary appropriations lapse at the end of the year.

Budgetary amounts included in the accompanying financial statements reflect the original adopted budget and all budget amendments.

F. Encumbrances

The library does not use encumbrance accounting.

G. Cash and Cash Equivalents

Cash includes amounts in demand deposits, interest-bearing deposits, and time deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the library may deposit funds in demand deposits, interest-bearing demand deposits, or time deposits with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

H. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955 and the library's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

I. Prepaid Expenses

Prepaid expenses are comprised of payments made for cost that will benefit periods beyond December 31, 2009.

J. Capital Assets

Capital assets are capitalized at historical cost or estimated historical cost if historical cost is not available. Donated assets are recorded at their estimated fair market value at the date of donation. The library maintains a threshold level of \$500 or more for capitalizing capital assets.

Capital assets are recorded in the Statement of Net Assets and Statement of Activities. Since surplus assets are sold for an immaterial amount when declared as no longer needed for public purposes, no salvage value is taken into consideration for depreciation purposes. All capital assets are depreciated using the straight-line method over the following useful lives.

Equipment & Furniture	5 - 7 years
Vehicles	10 years
Library collections	5 - 7 years

K. Compensated Absences

Staff members who work 34 hours or more per week are considered full time. After having been employed 6 months and having satisfactorily completed the 6 month probationary period, employees will earn annual and sick leave as follows:

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

K Compensated Absences (continued)

6 months through 4 years:

One work day per month

5 through 9 years:

1.5 work days per month

10 years and over

2 work days per month

12 days of unused annual leave may be carried over.

All unused sick leave may be carried over.

Employees will be compensated for unused annual leave upon termination.

L Restricted Net Assets

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

- a. externally imposed by creditors (such as debt covenants), grants, contributors, or laws or regulations of other governments; and
- b. imposed by law through constitutional provisions or enabling legislation.

M. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Any designations of fund balance represent tentative management plans that are subject to change.

N. Use of Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009

(Continued)

Note #2      CASH AND CASH EQUIVALENTS

These deposits are stated at cost which approximates market. Under state law, these deposits must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount of deposit with the fiscal agent. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

At December 31, 2009 the library has cash and cash equivalents (book balances) totaling \$152,201. This total is comprised of \$57 cash on hand and \$152,144 in interest-bearing demand deposits. Cash of \$2,672 is restricted for Bookmobile repairs.

Note #3      INVESTMENTS

At December 31, 2009, investments are comprised of time certificates of deposit in the amount of \$212,332.

Investments are limited by law and the library's investment policies. The investments in time certificates of deposit is secured from risk by federal depositary insurance and pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category3). Time Certificates of deposit in the amount of \$35,349 is restricted as part of the building fund.

At December 31, 2009, the investment's amortized cost and the market value are \$212,332.

Note #4      RECEIVABLES

The following is a summary of receivables at December 31, 2009:

Ad valorem taxes	\$ 346,734
State revenue sharing	<u>34,069</u>
<u>Total</u>	<u>\$380,803</u>

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

Note #5      CAPITAL ASSETS

Capital assets and depreciation activity as of and for the year ended December 31, 2009 is as follows:

<u>Governmental Activities</u>	<u>Balance</u> <u>Dec. 31, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>Dec. 31, 2009</u>
Vehicles	\$121,264	\$ 0	\$ 0	\$121,264
Furniture & Equipment	231,132	6,429	0	237,561
Library Collection	<u>514,407</u>	<u>41,091</u>	<u>0</u>	<u>555,498</u>
Total	<u>\$866,803</u>	<u>\$47,520</u>	<u>\$ 0</u>	<u>\$ 914,323</u>
Less accumulated depreciation:				
Vehicles	93,972	12,126	-0-	106,098
Furniture & Equipment	124,875	13,428	-0-	138,303
Library Collection	<u>177,623</u>	<u>35,722</u>	<u>-0-</u>	<u>213,345</u>
Total	<u>\$ 396,470</u>	<u>\$61,276</u>	<u>-0-</u>	<u>\$457,746</u>

During 2009 the library purchased \$47,520 of capital outlay expenditures.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(Continued)

Note #6      PENSION PLAN

All employees of the library, regularly scheduled over 28 hours, are eligible to be members of the Parochial Employees Retirement System of Louisiana, a multiple-employer, public employee retirement system, controlled and administered by a separate board of trustees. The System is composed of two distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the library are members of Plan B. Contributions of participating agencies are pooled within the system to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All permanent employees working at least 28 hours per week who are paid wholly or in part from parish funds are eligible to participate in the System. Under Plan B, employees who retire at or after age 62 with at least 10 years of creditable service or at or after age 55 with at least 30 years of creditable services are entitled to a retirement benefit, payable monthly for life, equal to 2 percent of their final-average salary in excess of \$100 for each year of creditable service. Furthermore, employees with at least 10 years of creditable service, but less than 30 years, may take early retirement benefits commencing at or after age 60, with the basic benefit reduced 3 percent for each year retirement precedes age 62. The system issues stands alone financial statements that may be obtained at Parochial Employees' Retirement System, P. O. Box 14619, Baton Rouge, Louisiana 70898.

Members are required to contribute 3.0% of their annual covered salary and the library is required to contribute 6% of annual covered payroll. The Library contributed \$4,610 during 2009 as its share of employees contributions. The Library does not guarantee the benefits granted by the retirement system.

Note #7      LEASES

The library is committed under a lease for building and office space. This lease is considered for accounting purposes to be an operating lease. Lease expenditures for the year ended December 31, 2009, amounted to \$9,600.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(continued)

Note #7 LEASES (continued)

Future minimum lease payments for this lease is as follows:

<u>Year</u> <u>Ending</u>	<u>Amount</u>
2010	9,600
2011	9,150

The library has no capital leases.

Note #8 LITIGATION AND CLAIMS

The library is not involved in litigation at December 31, 2009.

Note #9 LEVIED TAXES

In November 2007 the voters in East Feliciana and St. Helena Parishes approved a millage rate of 2.50 mills to be levied for the next ten years in support of the library.

The following is a summary of levied ad valorem taxes for 2009.

*Parish wide maintenance tax*

East Feliciana	2.50
St. Helena	2.50

Note #10 BOARD MEMBERS PER DIEM

The board members are not paid per diem nor compensation for their service.

AUDUBON REGIONAL LIBRARY  
CLINTON, LOUISIANA  
NOTES TO THE FINANCIAL STATEMENTS  
DECEMBER 31, 2009  
(continued)

Note #11      RELATED PARTY TRANSACTIONS

There are no related party transactions that require disclosure.

Note #12      RISK MANAGEMENT

The Audubon Regional Library is exposed to various risks of loss including injuries to workers, criminal or property damage, theft and other possible related claims. The library purchases commercial insurance to minimize this risk of loss from these types of occurrences. There was no significant reductions in insurance coverage from the prior year.

Note #13      SUBSEQUENT EVENTS

No material events have occurred since the balance sheet date of December 31, 2009.

Note #14      ERATE REVENUE

Audubon Regional Library qualifies and participates in the federal ERATE program. This program reimburses the Library for a percentage of telecommunication and Internet charges by AT&T and Century-Tel. The program runs each year from June 30 - July 1. In 2009 charges for networking and phone service was \$24,209 and the E-Rate reimbursement was \$14,713.

## SPECIAL REVENUE FUNDS

### Sarah T. Jones Memorial Fund

Sarah T. Jones Memorial Fund accounts for funds donated to the library by friends of Sarah T. Jones. These funds are to be used exclusively for the purchase of furniture and equipment for the library.

### Judge William T. Bennett Memorial Fund

The Judge William T. Bennett Memorial Funds accounts for funds donated to the library by friends of Judge William T. Bennett. These funds are to be used for furnishings, decorations or equipment for the library.

### Clinton and Greensburg Library Building Funds

These donations by donors are funds to be raised for the purposed building of new library facilities in Clinton and Greensburg.

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 SPECIAL REVENUE FUNDS  
 BALANCE SHEET  
 DECEMBER 31, 2009

	LIBRARY BUILDING FUNDS	SARAH T. JONES MEMORIAL FUND	JUDGE WILLIAM T. BENNETT MEMORIAL FUND	TOTAL (MEMORANDUM ONLY)
<b><u>ASSETS AND OTHER DEBITS</u></b>				
Assets				
Investments, or authorized cost	\$35,349	\$1,501	\$1,037	\$37,887
<b><u>Total Assets</u></b>	<b><u>35,349</u></b>	<b><u>1,501</u></b>	<b><u>1,037</u></b>	<b><u>37,887</u></b>
<b>LIABILITES, EQUITY AND OTHER EQUITY</b>				
<b>EQUITY AND OTHER CREDITS</b>				
Fund balance - Unreserved, undesignated	<u>\$35,349</u>	<u>\$1,501</u>	<u>\$1,037</u>	<u>\$37,887</u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 SPECIAL REVENUE FUNDS  
 STATEMENT OF REVENUES, EXPENDITURES, AND  
 CHANGES IN FUND BALANCES  
 DECEMBER 31, 2009

	LIBRARY BUILDNG FUNDS	SARAH T. JONES MEMORIAL FUND	JUDGE WILLIAM T. BENNETT MEMORIAL FUND	TOTAL (MEMORANDUM ONLY)
<b>REVENUES</b>				
Interest earnings	1,668	\$89	\$61	\$1,818
Donations	8,632			\$8,632
<b>Total Revenues</b>	<b>10,300</b>	<b>89</b>	<b>61</b>	<b>10,450</b>
<b>EXPENDITURES</b>				
		0	0	0
<b>Total Expenditures</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>				
	10,300	89	61	10,450
<b>FUND BALANCES AT BEGINNING OF YEAR</b>				
	25,049	1,412	976	27,437
<b>FUND BALANCES AT END OF YEAR</b>				
	<b>35,349</b>	<b>1,501</b>	<b>1,037</b>	<b>37,887</b>

The accompanying notes are an integral part of this statement

**REQUIRED SUPPLEMENTARY INFORMATION**

**SUPPLEMENTAL INFORMATION**

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 COMBINED STATEMENT OF REVENUES  
 EXPENDITURES, AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP BASIS) AND ACTUAL  
 GENERAL FUND  
 YEAR ENDED DECEMBER 31, 2009

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>VARIANCE- FAVORABLE (UNFAVORABLE)</u>
<b><u>REVENUES</u></b>			
Ad valorem taxes	\$329,632	\$348,054	\$18,422
State revenue sharing	49,091	49,100	9
State aid	12,118	12,117	(1)
State grants	25,000	25,000	0
Local grants	10,277	10,183	(94)
Interest earnings	12,000	6,521	(5,479)
Fees and charges for library services	6,500	8,521	2,021
Fines and forfeitures	3,250	3,040	(210)
Donations and gifts	3,325	4,646	1,321
Donations - Building fund	2,100	7,230	5,130
	<u>453,293</u>	<u>474,412</u>	<u>21,119</u>
<b><u>EXPENDITURES</u></b>			
Salaries and related benefits	266,574	254,742	11,832
Rents	20,600	13,592	7,008
Telephone	3,212	9,495	(6,283)
Grant expense	10,277	8,220	2,057
Insurance	10,834	12,533	(1,699)
Intergovernmental	12,800	12,986	(186)
Utilities	16,000	12,241	3,759
Professional services	7,950	7,763	187
Travel	3,750	2,728	1,022
Repairs and maintenance	11,800	6,175	5,625
Materials and supplies	17,558	19,481	(1,923)
Bookmobile	12,500	3,393	9,107
Subscriptions & periodicals	12,000	14,933	(2,933)
Capital outlay	54,500	47,520	6,980
	<u>460,355</u>	<u>425,802</u>	<u>34,553</u>

The accompanying notes are an integral part of this statement

AUDUBON REGIONAL LIBRARY  
 CLINTON, LOUISIANA  
 COMBINED STATEMENT OF REVENUES  
 EXPENDITURES, AND CHANGES IN FUND BALANCE  
 BUDGET (GAAP BASIS) AND ACTUAL  
 GENERAL FUND  
 YEAR ENDED DECEMBER 31, 2009

	BUDGET	ACTUAL	VARIANCE- FAVORABLE (UNFAVORABLE)
NET CHANGE IN FUND BALANCES	(7,062)	48,610	41,548
FUND BALANCE AT BEGINNING OF YEAR (Restated)		682,968	
FUND BALANCE AT END OF YEAR		<u>\$731,578</u>	

The accompanying notes are an integral part of this statement

**AUDUBON REGIONAL LIBRARY**  
**CLINTON, LOUISIANA**  
**SCHEDULE OF AUDIT FINDINGS**  
**For the Year Ended December 31, 2009**

**A. SUMMARY OF AUDIT RESULTS**

1. The auditor's report expresses an unqualified opinion on the general purpose financial statements of the Audubon Regional Library.
2. No instances of noncompliance material to the financial statements of the Audubon Regional Library was disclosed during the audit.
3. No significant deficiencies relating to the audit of the financial statements are reported in the Independent Auditor's Report on Internal Control.

**B. FINDINGS - FINANCIAL STATEMENTS AUDIT**

2009 - 1

The Audit Report was filed late due to the illness of the auditor.

Due to the reason that the report was late, no action need be taken by managment.

**AUDUBON REGIONAL LIBRARY**  
**CLINTON, LOUISIANA**

**Summary Schedule of Prior Audit Findings**  
**For the Year Ended December 31, 2009**

**There were no findings reported in the audit for the year ended December 31, 2008.**